

Certified Enrollment – Nonpublic and Textbooks Services Request Filing Instructions

Count Date: October 1

Due Date: October 15

Last Date to Submit Corrections or Amendments: November 1

Complete the data collection application on the web at <http://www.edinfo.state.ia.us/>
ID and password are the same as for the BEDS

The certified nonpublic enrollment report form must be completed for each individual accredited or specially approved nonpublic school rather than system-wide. Nonpublic schools that are not accredited or specially approved do not complete a certified nonpublic enrollment report form.

If you have any questions, call or e-mail Denise Ragias at:

Phone: (515) 281-4600

FAX: (515) 281-8777

E-mail: Denise.Ragias@iowa.gov

Start-up screen

- USER ID is your school's eight-digit district number, typed without any spaces or dashes.
- PASSWORD is the same as the password assigned to your school for the BEDS website.
- Click on the **submit button** to go to the next screen.

Application menu screen

- Click on the gray bar labeled **Certified Enrollment/NP** to enter into the forms section of this website.
- Click on the gray bar labeled **Exit** to leave this screen and return to the start up screen.

Last Year's Data

In the banner across the top of the form there is a drop-down menu that will allow you to access your previous year's data. By selecting **PREVIOUS** and clicking **Go**, the previous year's information for your school is displayed. You may review the data submitted last year to assure that the current year's information is reasonable. The previous year's information is browse only and cannot be changed.

Summary Form

The on-line program begins on the certified enrollment summary form. The summary form is also the certification form.

Row 1 / Form 1 Enrollment

Iowa Students Attending Your Accredited Nonpublic School

The information for row 1 on the certified nonpublic enrollment summary form comes from Form 1 Enrollment. To get to the Form 1 Enrollment click on the "1" button in row 1 or select the form from the dropdown menu at the top of the screen.

Report students by their Iowa districts of residence who are enrolled in your accredited nonpublic school.

- Include only students who are enrolled in your nonpublic school on October 1 (or the following Monday if October 1 falls on a weekend).

- Include only students who are residents of the State of Iowa. Do not include students from other states or students from other countries attending your school on a foreign student exchange program.
- A student can be a resident student in only one school district.
- Count each student as 1.0. Students in accredited nonpublic schools are counted as 1.0 on Form 1 even if they are also counted as shared time nonpublic students in a public school district.
- Include only students who are of school age. Individuals at least five years of age and less than twenty-one years of age on September 15 that have not completed a high school diploma or its equivalent (GED) are of school age (Iowa Code 282.1).

Click on the “Add” button to go to an entry form.

- On the Form 1 Enrollment entry form enter the name or district number of the resident district of students attending your school, one district at a time. If you enter the first few letters of the district name and press enter, the website will enter the district name for you. If there are multiple districts that match the letters you have entered, a box of choices will appear from which to make a selection.
- Enter the total number of your students who are residents of the Iowa public school district you have listed and then click the “Update” button. The total enrollment on the Form 1 Enrollment screen will increase for the number of students you enter for each district, and this grand total will automatically be entered on row 1 of the certified enrollment summary form.
- Continue this process of “Add-Update” until all school districts in which your students reside have been entered. Do not report all students as residents of the district in which your nonpublic school is located unless all of the students do, in fact, reside in that school district.

Use the dropdown menu to return to the certified enrollment summary page.

Row 2

Iowa Students Attending Your Accredited Nonpublic School on Whose Behalf You are Requesting Textbook Services

Textbooks and textbook substitutes adopted and purchased by the board of a public school district are made available, to the extent funds are appropriated by the legislature, to students enrolled in accredited nonpublic school located within the boundaries of the public school district regardless of the district of residence of those students. “Textbooks” means books and loose-leaf or bound manuals, systems of reusable instructional materials, or combinations of books and supplementary instructional materials which convey information to the student or otherwise contribute to the learning process, or electronic textbooks, including but not limited to computer software, applications using computer-assisted instruction, interactive videodisc, and other computer courseware and magnetic media.

- The nonpublic school must be an accredited or specially approved school.
- The students included must all be Iowa residents.
- The authorities in charge of the accredited nonpublic school must make a request for textbook services to the public school district in which it is located on behalf of the school’s enrolled students. **This form is considered to be that request to the district in which your school is located. The Department of Education will forward the information you submit on this form to the appropriate school district.**
- The nonpublic school shall certify its enrollment taken on the first day of October to the Department of Education on or before October 15..
- The textbooks and textbook substitutes must be adopted and purchased by the public school district. The nonpublic school cannot receive cash from the public school district for textbooks, even as a reimbursement.
- The textbooks and textbook substitutes must be nonsectarian and nonreligious.
- The public district must have received funds for the nonpublic school from the appropriation, or have funds remaining from the prior years’ appropriation for the individual nonpublic school, before the nonpublic school may receive services.

The Department of Education is required to provide to the public school district the maximum dollar amount it has available from the appropriation to be used for the textbook services. This notification will occur on or after November 15, after all accredited and specially approved nonpublic schools have certified to the Department of Education. The per pupil amount is determined by dividing the total appropriation by the total number of students in all Iowa accredited nonpublic schools that have requested to participate in each program. Once the public school districts are notified of the amount of the appropriation allocated to them there is no funding left in the appropriation to be allocated on behalf of nonpublic schools that filed or amended later.

There is no additional entry form for row 2 detail.

- Enter directly on row 2 of the certified enrollment summary form the number of students on whose behalf you are requesting textbook services from the public school district in which your accredited nonpublic school is located.
- The number on row 2 can be a different number than that which is entered on row 1, but it cannot be greater than the number on row 1.
- If your school does not wish to participate in textbook services please enter 0 (zero).

Click the update button to save the entry on row 2.

Certification

The final step is to complete the certification summary form to indicate that the information submitted on the website is complete and accurate. At the bottom of the form, enter the name, title, and contact information of the person who can answer questions concerning the completion of this Certified Nonpublic Enrollment Report. After reviewing all of the entries, submit the Certified Nonpublic Enrollment by clicking on the **CERTIFY button**. Your school will be given credit for having completed your certified enrollment only after the information has been certified. Once the form has been certified data can no longer be changed. Data will, however, still be viewable as "browse only." Print the Certified Nonpublic Enrollment Report forms and retain in the school's record.

Clicking the "certify" button on the web based data collection, signifies signing the certification form and no further paperwork is necessary to send to the Department of Education.

Corrections

Corrections to enrollment can be made **until November 1**, for students who were officially enrolled on count date but who were inadvertently omitted or not properly reported. Make a copy of the original forms filed, mark through the error, write the correction beside the error, and write "amended" at the top of each form. Fax corrections to 515-281-8777, attention Denise Ragias.